

SOLICITATION NUMBER	SOL-306-16-000019/OHN
ISSUING DATE	March 13, 2016
CLOSING DATE	March 27, 2016
POSITION TITLE	Program Development Specialist
NUMBER OF POSITIONS	Single
MARKETING VALUE	GS-12 (\$62,101 - \$80,731) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION	USAID/ Afghanistan
DIRECT SUPERVISOR	Office of Health and Nutrition (OHN) Director
SUPERVISORY CONTROL	The incumbent will supervise Afghan FSN staff, assign work to staff as appropriate, and approve and track Individual Development Plans. The incumbent will also write the annual employee evaluations for the staff s/he supervises, and train and mentor staff in all aspects related to work within the unit.
PERIOD OF PERFORMANCE	13 months with an option for extension. Extension will depend on the need for continuation of services, availability of funds, and satisfactory performance.
SECURITY ACCESS	Employment Authorization for Third Country National
AREA OF CONSIDERATION	Third Country National Personal Service Contractor (TCNPSC) “Third Country National means an individual:- (i) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and (ii) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expense”

Background:

The U.S. Agency for International Development (USAID) Mission to Afghanistan is seeking a Program Development Specialist (PDS) to provide services in the Office of Health and Nutrition (OHN).

USAID/Afghanistan is USAID's largest bilateral portfolio in the world, with over \$13 billion spent on development programs since 2002. USAID focuses on building the capacity of the Afghan government, people, private sector, and civil society to take ownership of long-term development and reconstruction efforts. USAID's strategy in Afghanistan focuses on three major areas: (1) expanding sustainable agriculture-led economic growth; (2) maintaining and enhancing gains in health, education, and the empowerment of women; and (3) improving the performance and legitimacy of the Afghan government. USAID continues to design and implement activities in a wide range of sectors including agriculture, business development, infrastructure (especially in energy), governance and rule of law, health, education, and gender.

Basic Functions of the Position:

The incumbent serves as the OHN Program Development Specialist and Program Support Unit Lead. The incumbent works under the direct supervision of the OHN Director (or designee) and as part of a five-person unit, oversees and manages a number of OHN strategic planning processes, including program budgeting, project design, monitoring and evaluation, reporting, and audits for one of USAID's largest health portfolios in the world. Duties are of significant scope and complexity, and require specialized knowledge of U.S. Government (USG) programming, including policies, procedures, and documentation related to all areas of the program cycle.

The incumbent is expected to liaise with, support, and brief the OHN technical staff and Director, the Office of Program and Project Development (OPPD), the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), the Office of Management (OM), and the USAID Front Office on a regular basis. Furthermore, the incumbent is expected to provide day-to-day oversight and management of the unit s/he manages. The Program Development Specialist is located in OHN and serves as the liaison between the USAID support offices and the OHN technical units.

The incumbent establishes effective working relationships within USAID and the USG as well as the Government of Islamic Republic of Afghanistan (GIROA) and international community, when appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, and budget in order to effectively represent the Agency among the various entities.

Major Duties and Responsibilities:**1. Management Oversight**

As the Program Unit Leader, provides day-to-day management of a team of four: a Monitoring and Evaluation (M&E) Specialist, a Program Assistant, a Project Management Specialist, and a Budget Assistant. Provides guidance and mentoring to team members on M&E, budget, Development Outreach and Communication (DOC), and audit-related functions. Assigns work to team members

based on OHN and Mission priorities. Liaises with the Office of Financial Management (OFM), the Office of Acquisition and Assistance (OAA), and the Office of Program and Project Development (OPPD) on DOC products, project design, monitoring and evaluation, procurement planning, and financial planning.

The incumbent provides services in project design and management, advice in USAID/Afghanistan's budget rules and procedures, procurement processes, monitoring and evaluation, and host-government development perspectives. The incumbent is responsible for ensuring the documentation for new project designs and modifications of existing projects is fully compliant with Agency and Mission-specific rules, as well as with recommendations of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and USAID/Afghanistan's Office of the Inspector General (OIG). The incumbent also reviews and drafts Concept Papers, Project Appraisal Documents, Action Memos, Project Authorizations, Results Frameworks, required analyses, required pre-obligation documents, and other design documentation; and facilitating the clearance process for design documents that often involve various offices.

2. Information gathering and dissemination

The incumbent works with a variety of people to arrange, facilitate, and document discussions related to the OHN portfolio of existing and/or planned projects. The incumbent is responsible for drafting/creating new public information materials for placement in international and US publications. Duties include: arranging and/or facilitating USAID reviews of program successes and challenges; review and analysis of country and program data; drafting issues papers; arranging or participating in other formal and informal meetings and discussions regarding outreach and communication of program performance; new project designs and modifications of existing projects; participating in meetings with officials from the Government of the Islamic Republic of Afghanistan, donor organizations, private sector entities, and other development entities documenting information from key meetings and discussions to ensure these are taken into account in support of overall portfolio management.

3. Reporting and Documentation

The incumbent is responsible for ensuring the documentation for new project designs and modifications of existing projects is fully compliant with Agency and Mission-specific rules, as well as with recommendations of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and USAID's Office of the Inspector General (OIG). Duties include: reviewing and drafting Concept Papers, Project Appraisal Documents, Action Memos, Project Authorizations, Results Frameworks, required analyses (gender, sustainability, etc.), required pre-obligation documents, and other design documentation; and facilitating the clearance process for design and/or reporting documents that often involve USAID/Washington staff and interagency colleagues at the U.S. Embassy in Kabul.

4. Supervision and training

The incumbent supervises Afghan Foreign Service National (FSN) staff that form part of the Program Support Unit. The incumbent assigns work to staff and be responsible for approving and tracking the Individual Development Plans. The incumbent also writes the annual employee evaluations for the staff he/she supervises.

The frequent turnover of FSN/EFM staff at USAID/Afghanistan means that quickly and effectively training new staff is critical to enable those staff to make meaningful contributions to OHN's work. The incumbent trains and mentors staff in all aspects of providing program support in the areas of reporting and documentation, monitoring and evaluation, and budget analysis, including but not limited to the USAID Program Cycle, USAID's Project Design Guidance, pro-obligation procedures, and effective backstopping of OHN teams. The incumbent endeavors to involve staff extensively in OHN's work, exposing them to increasing levels of responsibility, substance and independence.

5. Support to OHN Technical Unit Leads and OHN Director

The incumbent assists OHN in responding to various tasks from Washington, USAID/Afghanistan Management, and support offices. This includes coordinating with OHN technical staff, as well as Program Unit staff, to compile and compose responses to queries on a variety of topics, including queries with urgent deadlines.

EVALUATION CRITERIA/SELECTION CRITERIA:

Applicants will be evaluated and ranked based on the following selection criteria:

- a) **Education:** A Bachelor's degree in International Development, Business Administration, public Administration, or other relevant subject is required.
- b) **Work Experience:** At least ten (10) years of progressively responsible experience managing performance monitoring and evaluation; data validations; planning; quality controls; information analysis; developing analytical reports; conducting survey/field research; and integrating gender balance into project design and management. The incumbent must also have a measurable experience in the areas of monitoring and evaluation, documentation or outreach work; experience with a range of development issues such as gender constraints to development, agriculture, economic growth, environment, democracy and governance, health, nutrition, and/or education. Supervisory or leadership experience is required.
- c) **Communications:** The incumbent must have Level IV (Fluent) speaking/reading of English language.
- d) **Knowledge:** The incumbent should possess a thorough understanding of USAID policies and procedures related to the program cycle. The incumbent is expected to demonstrate familiarity with development programs and strategies that are working to promote health service delivery, knowledge of U.S. Government legislation, USAID programming and budget policies, methodology, procedures, and documentation related to development assistance. Incumbent should possess familiarity with the Agency's Automated Directives System (ADS) on internal guidance, policy directives, required procedures, and standards for the award and administration of USAID grants.
- e) **Skills and Abilities:** Strong skills in outreach and communications, monitoring and evaluation, financial analysis, foreign assistance programming, and management are required. The ability

to identify, locate, analyze, evaluate, and report relevant data is required. The ability to organize and present information into appropriate written and oral formats is critical. The ability to explain and defend USAID programs, budgets, policies, objectives and procedures is essential. Sound knowledge of Microsoft applications (MS Word, Excel, Power Point, Publisher, and Outlook) and electronic information handling is required. Must be highly organized, have exceptional interpersonal, communication (verbal and written) and leadership skills, and be able to work in a team environment and under pressure.

The incumbent must be able to work in fast-paced environment and have strong sense of teamwork and interpersonal skills within a multi-cultural work environment. The incumbent must display an ability to work collaboratively, manage several important tasks simultaneously, and take initiative and be creative in solving problems. Given the high priority placed on USAID's efforts in Afghanistan, s/he must be able work effectively under pressure and show patience in a situation where circumstances can change quickly and significantly with little warning.

The incumbent is expected to professionally and amicably resolve normal problems as they arise. The incumbent must be able to resolve the vast majority of complex situations, exercise good judgment when confronted with sensitive issues, and know when guidance is necessary from his/her supervisor.

Applicants should carefully review the required experience and education requirements stated in this solicitation to ensure they meet the full set of criteria before submitting an application for consideration.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

A. TERM OF PERFORMANCE :

The term of the contract will be for thirteen (13) months. Within four (4) weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Washington DC for two weeks of mandatory training of Foreign Affair Counter Thread (FACT) and Afghanistan Familiarization Course (FAM) before proceeding to Kabul, Afghanistan to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-12. The actual salary of the successful candidate will be negotiated depending on budget availability, qualifications and previous salary history within the position classification grade range.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to three Rest and Recuperation (R&R) trips.

This position entitles 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, Annual Leave or Compensatory time for the breaks can be used.

Physical Demands and Work Environment: Work in the office is mostly sedentary, depending on workload the incumbent may be requested to serve extended work hours and workdays. The travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, Department of Defense (DoD), and Resolution Support (RS) as relevant.

B. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN:

Life in Kabul, the capital of Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound.

C. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain and maintain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

D. NOTE REGARDING COUNTER TRAFFICING IN PERSON CODE OF CONDUCT:

USAID employee in the Civil Service and Foreign Service, as well as individuals employed through PSC Contract must adhere to Counter Trafficking in Persons Code of Conduct. For information on the effort to counter all forms of human trafficking, including the procurement of commercial sex acts and the use of forced labor, visit <http://www.state.gov/g/tip>. For more information about USAID, visit <http://www.usaid.gov>.

E. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation

- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

F. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract.

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
AAPD 06-01	Medical evacuation insurance
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts

CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>
Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

G. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S government AID 302-3 form which is available at the following websites:
<https://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc>;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant;
4. A written statement (cover letter) that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

H. APPLYING:

All applications must be submitted electronically by e-mail with the subject line **Program Development Specialist: SOL-306-16-000019-OHN** to: KblAIDPSCjobs@usaid.gov.

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Only short listed candidates will be contacted.

Point of Contact:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan